

EM P17-06: Student Fee Advisory Committee

Supersedes P01-05

On July 22, 2015, the Chancellor issued Executive Order 1102 updating the California State University Board of Trustees policies that comprise the CSU Student Fee Policy. The Executive Order delegated authority to presidents to establish and adjust campus mandatory, user, and penalty fees and to establish a Student Fee Advisory Committee.

The Student Fee Advisory Committee is an administrative committee composed of students, staff, faculty, and an administrative representative with the responsibility to advise the president regarding the establishment and adjustment of campus mandatory and course-based fees in accordance with the provisions of the Chancellor's Executive Order 1102.

The HSU Fee Approval Process will provide the campus with guidelines for submitting a fee request form. The process includes definitions of the fee categories, timelines for submission, and the required financial documentation needed as outlined in Executive Order 1102. Copies of the fee request form and the fee approval process document are published on the Student Fee Advisory Committee website.

1. Functions of the Committee

- A. Consult with the Instructionally Related Activities Committee before recommending any adjustment to the Instructionally Related Activities fee.
- B. Consult with the Student Health Advisory Committee before recommending any adjustment to the Student Health fee.
- C. Review all student fees and consider possible consolidation of fees. The president or designee will provide the Student Fee Advisory Committee a report of all fees in Categories II, III, IV, and V. New fees, fee increases, total revenue, and unexpended balances should be included.
- D. Advise the president regarding the establishment of any new Category II or III student fees and the adjustment of existing fees.
 - I. Before recommending the establishment of any new student fee or the adjustment or consolidation of an existing student fee, the committee shall:
 - a. Review a statement of revenues and expenditures including a minimum of one year of actual costs and two years of projected revenue and expenditures for the fee revenue activity under consideration.
 - b. Consult with appropriate campus constituencies.
 - i. Executive Order 1102 assumes that a student referendum will be conducted before adjusting or establishing campus fees that must be paid to apply to, enroll in, or attend the University. A referendum may be waived if the President determines that other methods of consultation are more appropriate and meaningful or if approval for the fee adjustment pre-dated Executive

Order 661. However, a referendum is required before increasing the Associated Students fee.

- ii. Referenda may be conducted by the Associated Students or by the University.
 - The Student Fee Advisory Committee shall prepare voter information to be included in a voter pamphlet.
 - Copies of the voter pamphlet and ballot information regarding the dates, times, and polling locations shall be available to students, and published in the Lumberjack newspaper at least thirty days prior to the referendum.
 - Costs beyond those normally incurred by the Associated Students for conducting the election or for publishing the voter pamphlet will be paid by the University.
 - Voter information may be included in the pamphlet prepared by the Associated Students for its elections.
 - iii. Following appropriate consultation, the committee shall make recommendations to the president regarding the consolidation, adjustment, elimination, or establishment of student fees.
- c. If a fee is charged to both students and non-students, the committee shall recommend on the student fee. Any Category IV or Category V non-student fee or adjustment shall be recommended to the president by the appropriate vice president.

2. Membership

A. Voting Members

- I. The President of the Associated Students (or designee)
- II. Three students appointed by the Associated Students serving staggered two-year terms
- III. One administrator appointed by the president
- IV. One faculty member serving a two-year term, appointed by the Academic Senate

B. Chair - The chair of the committee will be appointed by the president yearly from the membership of the committee.

C. Advisors- The Vice President of Administration and Finance or designee and the Executive Director of the Associated Student Body shall participate in the committee as non-voting advisors.

3. Meetings

The committee will meet as needed, but at a minimum of 1 time per semester, once in October and once in March.

4. Reports

The committee will make recommendations as needed to the president for all Category II and III fees.

5. Website

Minutes of the meetings, a current list of the committee members, schedules of upcoming meetings, and the fee approval process and policies will be kept and published on the Student Fee Advisory Committee website.